Manager's Discretionary Fund Report

For the month of: _____

Date	Employee Name	Receipt Ticket #	Reason for Discount	Discount Amount

Total Discounts:	
Monthly Allowance	$200.00
Unused Portion:	

The Manager's Discretionary Fund is to be controlled by the store manager at their discretion.
All Assistant Managers and Sales Associates must have their Manager's approval.
The fund can be used for internet pricing, multiple pairs and special circumstances that can save a sale.
The item mark-down code is: **MANAGER**

All discounts must be tracked. Fill out the form above, with a receipt for each discount attached.
This report must be forwarded to the Corporate Office at the end of each month.

This fund cannot exceed $200 per month. The unused portion will ***not*** roll over to the next month.
However, any unused portion will be tracked and will be credited toward a designated year-end event.

Manager's Signature _____